

Personnel are required to ensure the following documents are maintained in their Security Personnel Folder (SPF Requirement)

- **Military Orders, Civilian Certification of Hire, Contractor Assignment Memo**
- **Military ID Card (CAC Card) – (both retired and active)**
- **Birth Certificate –or- Naturalization Certificate –or- Certificate of Birth Abroad**
- **Passport (both official and tourist)**
- **Foreign Marriage/Contact Documents**
- **General, Medical and Financial Release Forms (all signed)**
- **AT/FP Level I Awareness Certificate (Annual Rqmt)**
- **Training Records: Security Awareness, OPSEC, SAEDA, INFOSEC, PHYSEC, PERSEC, Classified Markings, Foreign Disclosure & Intelligence Oversight**
(also maintained in Security Database/Excel-spreadsheet)

Personnel are required to ensure the following documents are presented upon SCI Indoctrination (SPF Requirement):

- **Letter of Justification (LOJ) - signed by Supervisor**
- **USARPAC Badge Request – signed by Supervisor**
- **Brigade Badge Request - signed by Supervisor**
- **Courier Card Request – signed by Supervisor**